

ACS VOLUNTEER POSITION DESCRIPTION

PROGRAM: Family Advocacy Program

POSITION/TITLE: New Parent Support Student Volunteer

FIRST LINE SUPERVISOR: Family Advocacy Coordinator

SECOND LINE SUPERVISOR: Fort Riley Army Volunteer Coordinator

GOAL/OBJECTIVES: To provide the student with an overview of the variety of family advocacy program services within the context of the social work discipline.

DUTIES: Becomes familiar with Army Regulations (AR) 608-18 and supporting Memorandums of Agreement (MOA) and Installation Standard Operating Procedures (SOP). Conducts interviews with Social Services Representative, Exceptional Family Member Program Manager, New Parent Support Program staff and Victim's Advocate program workers to become familiar with FAP services. Utilizes resource library to further increase knowledge of different content areas. Attends NPSP staff meetings to increase understanding of process/content in family systems work; Attends command briefing with the social services representative as scheduled along with attending home visit with NPSP staff. After brief introduction to each program and service, assists Victim Advocate in program coordination to specifically include marketing packets, phone contacts, and other administrative tasks to be determined by supervisor; Work activity will primarily involve sitting and walking; however, volunteer may be requested to assist with activities that may require long periods of standing, bending, lifting and stooping.

TIME/DRIVING RESTRICTIONS: Friday from 8:30-3:30 pm on a short term basis, i.e., Spring Semester (Jan- May); Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

QUALIFICATIONS: Degree seeking undergraduate in Social Work field.

TRAINING: Army Community Service volunteer orientation (2 hrs); Review of regulations and FAP program prior to job shadowing opportunities (16 hrs); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Manager. Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

EVALUATIONS: Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.